

To: President and Members of the Munster Town Council

From: Patricia Abbott, Controller/Interim Town Manager

Date: August 19, 2024

Re: Contract Amendment #1: On-call Planning Services

Council approved an engagement letter with HWC at the May 20, 2024 meeting for on-call planning services. The purpose of the engagement was to allow Staff time to focus on the review and update of the Town Code. The original engagement was for three months at the rate of \$8,500.00/month, not to exceed \$25,500.00. The term of this engagement has ended and the need for their services remains.

HWC has presented Contract Amendment #1 for an additional three months at a not-to-exceed amount of \$25,500.00.

Recommendation:

By motion and voice vote, approve Contract Amendment #1 to the letter of engagement with HWC for on-call services.